

### Project Set-up Steps for New Projects

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1. Create new subfolder in **engcad1/dw/projects**. New folder should follow the category code naming convention:
  - **DW31xx** for projects with clients that also have their own category codes. Generally, large engineering projects such as the Spallation Neutron Source or Advanced Light Source will have their own category codes.
  - **DW41xx** for projects with clients that do not have their own category codes. Generally, researchers from outside of Engineering Division will not have their own category codes.
  - Use the next available number and include a short project name after the category code
2. Create a **Web Job Order** issued to yourself with Ken Chow as approver.
  - Put in a nominal amount of \$5000 as the **Cost not to exceed** amount.
  - Use the Client Project ID in the **Project ID** box.
  - Add your own name and the approver's name on the distribution list.
  - Add 1 item on the item list (you only need to fill out the description line)
  - The WJO will provide a **DesignWorks Project ID** (UCxxxx) once it is approved. If you are on the distribution list, you will get an email with the **DesignWorks Project ID** (UCxxxx) number, otherwise you can look it up in the Web Job Order system under your name as the requestor.
  - It takes **1 day** for the DesignWorks Project ID to be active.
3. Create a new Timeslips client name with **Client Project ID** (the charge number the client provides) and **DesignWorks Project ID** (the UCxxxx number that we open up in the Web Job Order system to track our projects)
  - **Note:** a Timeslips client name can be created *before* getting a project IDs, and when the project IDs are set up, the Timeslips client name can be edited to include the project IDs.
4. New revisions of Engineering Note M7999 (DesignWorks category codes) will be issued once a quarter to officially add category codes added in that quarter.

### ADDING THE PROJECT TO THE DESIGNWORKS PROJECTS WEB PAGE

1. Create a folder called "**summary**" in the project folder (project folder is either DW31xx or DW41xx)
2. Put a 100 x 100 pixel graphic image in the **summary** folder. The image should be either a JPEG or a GIF (static or animated). If the file is a JPEG, name it **DW31xx\_icon.jpg** or **DW41xx\_icon.jpg**. If the file is a GIF, name it **DW31xx\_icon.gif** or **DW41xx\_icon.gif**.

3. Put a text file in the **summary** folder (use a program like Notepad to make the file). The file must have the following two lines:  
    ALT=*title of project*  
    TEXT=*descriptive text of project*  
where *title of project* is the text that will show up when the cursor hovers over the graphic image in the browser, and *descriptive text of project* is the text that shows up next to the graphic image on the Projects web page.
4. Add a PDF file of the project summary to the **summary** folder named **xxxxx\_summary.pdf** where **xxxxx** is the name of the project.
5. Every night at 3 am a shell script runs in the DesignWorks public\_html folder that generates an updated Projects webpage (named **projects.htm**). The script searches in all the project summary folders for the text, icon graphic, and PDF files. As long as the text file and icon graphic file exists, the script will include it in the projects web page. If a PDF file exists, the link from the graphic will point to the PDF file. If a PDF file does not exist, the link from the graphic will point to the project folder.